

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2019 MAY 17 PM 12:18

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Massachusetts Institute of Technology

Travel date(s): April 17, 2019 - April 19, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	Total: \$510.00 \$350.00 (airfare) \$80.00 (bus trans. in MA) \$80 for roundtrip trans. to/from DC airport.	Total: \$398.00	Total: \$231.00	\$0

Expenses for Accompanying Spouse or Dependent Child (if applicable):

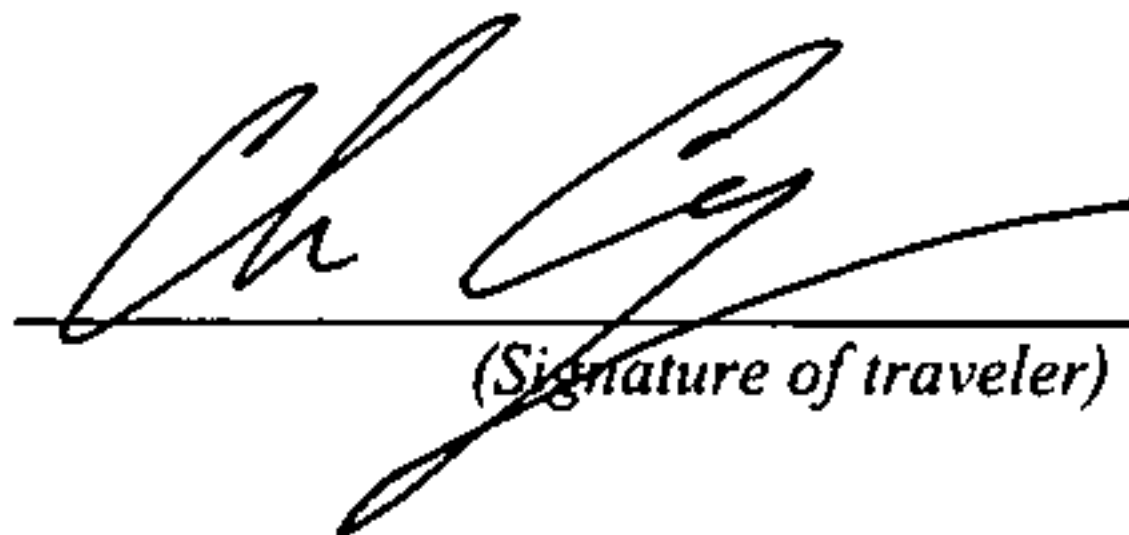
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please see attached agenda.

5/17/19
(Date)

Charles Cogar
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5.17.19
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Charles Cogar

Employing Office/Committee: Sen. Tim Scott

Private Sponsor(s) (list all): Security Studies Program, Mass. Institute of Technology

Travel date(s): April 17-19, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Cambridge, MA and Lexington, MA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The traveler's official duties involve informing Member on and providing analysis of current defense, national security, and foreign policy issues as they relate to US Senate business. This trip will provide the traveler with both educational development and insight and perspective on defense, national security, and foreign policy with faculty and experts associated with a major non-profit research institution. Enhanced insight, perspective and educational development such as this is crucial to ensure the Member receives the most useful information and analysis.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/12/2019
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Scott hereby authorize Charles Cogar
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/12/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Charles Cogar

Employing Office/Committee: Sen. Tim Scott

Private Sponsor(s) (list all): Security Studies Program, Mass. Institute of Technology

Travel date(s): April 17-19, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Cambridge, MA and Lexington, MA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will further the traveler's knowledge and experience of critical defense and national security issues, and the relevant legislative business before the US Senate, helping him to provide accurate analysis and information to the Member.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/18/2019
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Scott hereby authorize Charles Cogar
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3.18.19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

April 15, 2019

Charles Cogar
Office of Senator Tim Scott
United States Senate
Washington, DC 20510

Dear Mr. Cogar:

This responds to your recent correspondence concerning an invitation you received to travel to the *2019 Senior Congressional and Executive Branch Staff Seminar*, in Cambridge, Massachusetts, on April 17-19, 2019, sponsored by Massachusetts Institute of Technology (MIT). MIT certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, MIT has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code² that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, MIT is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² 26 U.S.C. § 501(c)(3).

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,⁴ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁴ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

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Cogar, Charles (Scott)

From: James Wynn <jpwyynn@mit.edu>
Sent: Thursday, March 7, 2019 4:55 PM
To: Cogar, Charles (Scott)
Subject: MIT Seminar Acceptance

Dear
Charles,

The MIT Security Studies Program is pleased to inform you that you have been selected to take part in its 2019 Senior Congressional and Executive Branch Staff Seminar taking place April 17- April 19.

In regards to next steps, you will be receiving the forms that you will need to submit to your Ethics Committee. Please be aware that these forms need to be submitted no later than Monday, March 18 (exactly 30 days before the first day travel).

Before your flight can be booked, we will need your full name, as shown on the ID that you will present at the airport and your date of birth. In addition to that information, please send your cell phone number.

If you have any questions, please do not hesitate to reach out.

We look forward to welcoming you to Cambridge in April

Best regards,
James

James Wynn
Conference Coordinator
MIT Security Studies Program
617-258-6531

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Security Studies Program, Massachusetts Institute of Technology
2. Description of the trip: Educational seminar over 3 days for Congressional and Executive Branch Staff on defense and foreign policy issues by faculty and a briefing on technology issues at MIT Lincoln Lab.
3. Dates of travel: April 17-19, 2019
4. Place of travel: Cambridge, MA and Lexington, MA
5. Name and title of Senate invitees: Please see attached list.
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND:
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND:
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

~~If the trip includes two overnight stays, please explain why the second night is practically required for~~
Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The MIT Security Studies Program's role in this seminar is to plan and execute all aspects of the seminar.

MIT faculty create the agenda and topics, ensuring that the topics are relevant to current events as they relate to US foreign policy and defense interests for the staffers.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Massachusetts Institute of Technology is a major non-profit research university with a mission focus of education and research. MIT sponsors this seminar as a public service to educate staff in important public policy areas.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

MIT Security Studies Program most recently held its Congressional seminar in April 2017. The topics focused on foreign policy and defense related issues, with the purpose of educating US Senate and US House staffers, and to offer them the chance to interact with MIT faculty on these topics.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

This seminar will provide staffers with panels, discussions, keynote talks, and interactions with various

MIT faculty, specialists in foreign policy and defense matters. The seminar will also include a tour

the MIT Lincoln Lab to learn about the latest technological initiatives the lab is working on.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total: \$510.00 \$350.00 (airfare)	Total: \$398.00	Total: \$231.00	Total \$130.00 \$50.00 for checked bags (for round-trip airfare)
<input type="checkbox"/> Actual Amounts	\$80.00 (bus trans. in MA)			\$80 for roundtrip trans. to/from DC airport.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

Organized for Congressional staffers to take part in interactive educational policy-focused discussions, panels, and talks, to enable them to interact with MIT faculty on foreign pol. and defense issues.

18. Reason for selecting the location of the event or trip

The seminar is held on MIT's campus in Cambridge, MA to enable the extensive participation of MIT faculty and regionally-based experts, and use of MIT facilities, in the program.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Cambridge, 575 Memorial Drive, Cambridge, MA 02139

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is located immediately adjacent to MIT's campus. It offered proximity, room availability, included breakfast, and best overall price.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses at the Hyatt Regency Cambridge are below the federal government per diem guidelines. The per diem for meals on Wednesday and Thursday will be nine dollars higher than the seventy one dollar per diem rate, due to the high catering costs of the Cambridge/Boston market.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation provided is coach class on American Airlines service between Washington, DC and Boston, MA. The bus that will shuffle staff between hotel to MIT and to Lincoln Lab is coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Professor and Director, MIT Security Studies Program

Name of Organization: Massachusetts Institute of Technology

Address: 77 Massachusetts Avenue, E40-463, Cambridge, MA 02139

Telephone Number: 617-258-8531 - Point of Contact for event - James Wynn

Fax Number: 617-258-7858

E-mail Address: posen@mit.edu - Point of Contact for event - James Wynn - jpwynn@mit.edu

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

Thereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the April 17-18, 2019 trip
to Cambridge, MA is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor: 

Name and Title: Belinda Frankel, President

Name of Organization: The Frankel Foundation

Address: 6457 Landing Neck Rd Easton, MD 21601

Telephone Number: 410-200-5483

Fax Number: _____

E-mail Address: belindakarl@gmail.com

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Select Committee on Ethics
United States Senate
Washington, DC 20510

March 11, 2019

Re: The 19th annual Seminar for Senior Congressional and Executive Branch Staff, to be held on the MIT campus April 17-19, 2019.

MIT has organized, hosted and provided its faculty as presenters for a science and technology seminar for over 20 years.

MIT receives regular gifts from The Frankel Foundation, and has established the Frankel (MIT) Global Policy Program to support the MIT Security Studies Program (SSP). The purpose of the Program is to increase the knowledge and understanding of U.S. government leaders through use of information developed by members of MIT's SSP. Approval to use these program funds for the 2019 Senior Congressional & Executive Branch Seminar was given by the Frankel Foundation in 2018. The Frankel Foundation plays no role in organizing and/or conducting the trip. One or two of its members attend the seminar as observers.

The Frankel Foundation does not employ or retain a registered federal lobbyist or foreign agent.

I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:



Name: BELINDA FRANKEL

Title: PRESIDENT, FRANKEL FOUNDATION

Address: 6457 LANDING NECK RD EASTON MD 21601

Telephone number: 410 820 9515

Email: Belindakarl@gmail.com

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Break

4:00 to 5:30pm

Panel 2: The Military Competition in Asia

Owen R. Cote, Associate Director, MIT Security Studies Program

Eric Heginbotham, MIT Principal Research Scientist

These speakers will focus on the nature, scope, and pace of the China military challenge that the US is facing.

7:00 to 9:00pm

Reception at the MIT Museum - Working event for seminar participants to engage with MIT Security Studies professors, panel participants, and Security Studies Program graduate students

Thursday, April 18

7:30 to 8:30am

Breakfast at the Hyatt Regency

8:45am

Travel to Lincoln Laboratory, 244 Wood Street, Lexington, MA

10:00am to 12:45pm

Lab Overview and Tours:

MIT Lincoln Laboratory Overview; Dr. Israel Soibelman, Assistant to the Director for Strategic Initiatives

Dr. Soibelman will talk about the MIT Lincoln Laboratory and how it researches and develops advanced technologies to meet critical national security needs. What sets us apart from many national R&D laboratories is an emphasis on building operational prototypes of the systems we design.

Laboratory Tours (2 groups)

Led by: Dr. Israel Soibelman, Assistant to the Director for Strategic Initiatives / John E. Kuconis, Executive Officer

Group 1 - Microelectronics Lab (ML-202)

Daniel E. Pulver, Manager, Microelectronic Laboratory & the Advanced Technology Division Quality Management System

Daniel Pulver will describe the Microelectronics Laboratory and how it is a state-of-the-art semiconductor research and fabrication facility that supports the design, fabrication, and packaging of novel devices.

Group 2 - Wide Area Persistent Surveillance (S1-761) - Peter Boettcher, Assistant Group Leader, Integrated Systems & Concepts

The group will learn about wide area persistent surveillance and how the sensor system detects all moving objects at long range in the ground or air, and marks the objects on a continuously updating real-time display.

1:00pm to 2:00pm

Working Lunch, presentations to continue through lunch on the below topics.

Beaver Works Overview; Joel Grimm, ISR & Tactical Systems

The group will hear about how the MIT Lincoln Laboratory Beaver Works Center (Lincoln Beaver Works) conducts research and educational programs that strengthen and expand collaborative efforts between Lincoln Laboratory and MIT campus.

Lunar Laser Communications Demonstration; Dr. Bryan Robinson, Associate Group Leader of the Optical Communications Technology Group

The group will see a demonstration of a low-cost, high-performance airborne laser communications terminal and learn about the development of a test capability to ensure interoperability among terminals.

3D Imaging Laser Radar; Dr. M. Jalal Khan, Group Leader, Active Optical Systems

Dr. Khan will explain his work in giving 3D imaging to radar and how these systems help provide visual updates.

2:00pm

Travel to MIT Campus, Koch Institute

3:15 to 4:45pm

Panel 3: Europe and the Recovery of Russian Power

Carol Saivetz, Senior Advisor, MIT Security Studies Program

Josh Shiffrin, Assistant Professor, Pardee School of Global Studies, Boston University

Kelly Greenhill, Associate Professor & Director,
International Relations Program, Tufts University

This panel will focus on the resilience of jihadi
networks, the state of play in Iraq and Syria, and the
political effects of Refugee flows.

1:00pm

Working Lunch with Closing Remarks by Dr. Posen, a
recount of how the seminar's themes collectively fit
into American foreign policy and defense planning
followed by Q&A session for the participants to focus on
the topics encountered during this seminar.

2:00pm

Travel from SSP to Logan Airport

4:00pm

American Airlines flight 2119 to Reagan National Airport

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. ~~Sponsor(s) of the trip (please list all sponsors):~~ Security Studies Program, Massachusetts Institute of Technology
2. ~~Description of the trip:~~ Educational seminar over 3 days for Congressional and Executive Branch Staff
on defense and foreign policy issues by faculty and a briefing on technology issues at MIT Lincoln Lab.
3. Dates of travel: April 17-19, 2019
4. Place of travel: Cambridge, MA and Lexington, MA
5. Name and title of Senate invitees: Please see attached list.
6. I certify that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
~~OR~~
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

~~If the trip includes two overnight stays, please explain why the second night is practically required for~~
Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The MIT Security Studies Program's role in this trip is to plan and execute all aspects of the trip.

MIT faculty create the agenda and topics, ensuring that the topics are relevant to current events as they relate to US foreign policy and defense interests for the staffers.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Massachusetts Institute of Technology is a major non-profit research university with a mission focus of education and research. MIT sponsors this trip as a public service to educate staff in important public policy areas.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

MIT Security Studies Program most recently sponsored a Congressional trip in April 2017. The topics focused on foreign policy and defense related issues, with the purpose of educating US Senate and US House staffers, and to offer them the chance to interact with MIT faculty on these topics.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

SSP holds several seminars for MIT students and some that are open to the public. SSP hosts a weekly seminar series (open to public) along with some special and annual seminars for the SSP community and MIT alumni.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
	Total: \$510.00	Total: \$398.00	Total: \$231.00	\$0
<input checked="" type="checkbox"/> Good Faith estimate	\$350.00 (airfare) \$80.00 (bus trans. in MA)			
<input type="checkbox"/> Actual Amounts	\$80 for roundtrip trans. to/from DC airport.			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip is held on MIT's campus in Cambridge, MA and the location enables the extensive participation of MIT faculty and regionally-based experts, and use of MIT facilities, in the program.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Cambridge, 575 Memorial Drive, Cambridge, MA 02139

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is located immediately adjacent to MIT's campus. It offered proximity, room availability, included breakfast, and best overall price.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Due to high catering costs in Cambridge we had to exceed the per diem rate by \$9 a day for two days. The lodging expenses were less than per diem rate. Total lodging and meal expenses are less than the total lodging and meal per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class round-trip airfare on American Airlines service between Washington, DC and Boston, MA.

The bus that will shuffle staff between the airport, hotel to MIT and to Lincoln Lab is also coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Barry Posen, Director, MIT Security Studies Program

Name of Organization: Massachusetts Institute of Technology

Address: 77 Massachusetts Avenue, E40-463, Cambridge, MA 02139

Telephone Number: 617-258-6531 - Point of Contact for event - James Wynn

Fax Number: 617-258-7858

E-mail Address: posen@mit.edu - Point of Contact for event - James Wynn - jpwynn@mit.edu

Accepted Participants		
Name	Title	Office
Florence Akinyemi	Georgetown/State Department Capitol Hill Fellow and Foreign Affairs Officer	Congressman Gregory W. Meeks
Mimi Bair	Legislative Assistant	Congressman Steve Strivers
Kara Benson	Legislative Fellow	Rep. Abigail Spanberger/Department of Defense
Donald Bergin	Counsel for National Security Affairs	Senator John Cornyn
Molly Burke	Legislative Assistant	Rep. Ann Wagner
Philip Caruso	Legislative Fellow	U.S. Senate Committee on Foreign Relations
Alejandro Cisneros	Legislative Assistant	Congressman Anthony Gonzalez
Charles Cogar	Legislative Director	Sen. Tim Scott
Aimee Collins-Mandeville	Legislative Director	Congresswoman Val Butler Demings
Suanne Edmiston	Legislative Director	Congressman Steve King
Benton Gammons	Military Legislative Assistant	Rep. Castro
Sajit Gandhi	Senior Professional Staff Member	House Committee on Foreign Affairs
Tim Hysom	Chief of Staff	Congressman Alan Lowenthal
Alec Johnson	Senior Defense Policy Advisor	Senator Chris Murphy
Jay Kronzer	Legislative Director	Rep. Mark Green
Venkatasatya Krovi	Deputy Chief of Staff & Legislative Director	Congresswoman Brenda L. Lawrence
Chirssi Lee	Legislative Director	Congresswoman Vicky Hartzler
Jonathan Lowe	Legislative Director	Congressman Steve Chabot
Justin Lynch	Full Committee Clerk	House Armed Services Committee
Art Motta	Legislative Assistant	Congressman Eric Swalwell
Douglas Pack	Military Legislative Assistant	Senator Steve Daines
Ryan Pettit	Senior Advisor for National Security	Senator Patty Murray
William Quinn	Defense Fellow	Congressman Seth Moulton
Brandon Reavis	Chief Counsel	Senate Permanent Subcommittee on Investigations
Eric Snelgrove	Professional Staff Member	House Armed Services Committee
Michael Songer	Military Legislative Assistant	Congressman Don Young
Jack Spasiano	Senior Policy Advisor	Rep. Rosa L. DeLauro
Pranay Udutha	Policy Advisor to the Senior Counselor	Office of the Senior Counselor to the President, White House
Christine Wagner	Senior Foreign Policy Advisor	Congressman Seth Moulton
Lesley Warner	Senior Professional Staff Member	House Foreign Affairs Committee